

Position Requirements Document Cover Sheet**Position Number: 12894**

Classification: Business Manager, NH-0301-IV
Local Title: Business Manager
Employing Office Location: Orlando, Florida
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
2nd Div: Various Project Manager offices
3rd Div:
4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: James T. Blake

Title: Deputy Program Executive Officer

Signature: _____/s/_____ **Date:** 5/9/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG, USA

Title: Program Executive Officer

Signature: _____/s/_____ **Date:** 5/9/03

FLSA:	Exempt	BUS Code: 7777	CL: 442
Drug Test:	No	Emergency Ess: No	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status: Competitive	
Reason for Submission:	New	Subject to IA: Yes	
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	K	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 1	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	[] Public Financial	[X] Confidential Financial	
	[] Supervisor	[] Manager	[X] Neither
Citation 1: USOPM PCS for GS-301, TS-34, 11/79			
Citation 2: OPM PCS, Administrative Analysis Grade Evaluation Guide, Aug 90			

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the office of one of the Project Managers in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Business Manager, NH-0301-IV

III. Duties:

Serves as the Business Manager for a Project Manager Office (PMO) that has Army responsibility for the life cycle management of large complex acquisition programs. The Project Manager (PM) has management responsibility for the cost, schedule and performance of assigned programs, including the planning, systems integration and execution of individual acquisition projects in advanced concept demonstration, engineering and manufacturing development, production, fielding, materiel change, pre-planned product improvements, foreign military sales and integrated logistics support of assigned projects, which represent Army-wide functional area products. These programs are characterized by high visibility, foreign interoperability efforts, advanced technology and accelerated deployment goals and require intensive management. The Business Manager advises and supports the Project Manager's Office in formulation and execution of sound acquisition and business practices, procedures and responses and in the review and evaluation of these activities.

1. Business Management:

Serves as principal advisor to the PMO on business management matters to include resource management, acquisition and production management, and review and analysis. Serves as the PM's and DPM's senior advisor and authority for the analysis, planning, prioritization and evaluation of programs. Monitors and coordinates procurement and production plans and programs to assure timely and economical acquisition and fielding of products. Monitors and reviews application of defense reform initiatives and manages other business areas for the PM, such as activity based costing, Government Performance Results Act, internal controls and the adoption of best practices from private sector. Plans, oversees and monitors the budgetary, acquisition

planning and programmatic functions. Assesses status, risk and contractor performance of all PMO programs. Assures that business plans and program acquisition strategies are appropriate and executable. Develops PMO business operating procedures and policies. Personally, or in conjunction with the PM or Deputy PM, analyzes workload, objectives and requirements of assigned programs to establish efficient management practices, determine and recommend personnel and administrative fund requirements and assure the highest degree of proficiency in the development of business plans and execution of assigned programs. Establishes PMO work methods and procedures to support efficiency of operations.

2. Program Management Support:

Provides advice and program assessment to PM and staff. Evaluates trends in mission operations, and identifies overlapping, duplicative or nonessential activities. Takes or recommends corrective action as appropriate. Determines the need for special studies or analyzes and oversees their accomplishment. Evaluates overall program effectiveness and advises PM/DPM of recommendations for improvements. Assures a consistent application of PM policies and responsibilities throughout the organization. Identifies aggregate cost, schedule and contract performance trends in programs. Provides guidance to responsible analysts and project directors and reviews results of cost estimates, cost analyses and cost initiatives (e.g., cost as an independent variable and total ownership cost reduction) and special studies performed in support of the assigned mission. Advises the PM/DPM of the adequacy of cost analyses, estimates and initiatives. Provides quantitative basis for executive and management decisions. Establishes business/program management requirements/objectives/policies, develops long range budget plans and identifies/obtains required resources and support. Serves as the PM proponent, advisor and expert on management and program improvement initiatives such as cost reduction, work simplification, Value Engineering (VE), Incentive awards, etc.

3. Financial Management

Manages the complete financial management program for the PM, including program and budget planning, Internal Operating Budget (IOB) development, execution and administration, financial planning and program review and analysis. Provides definitive guidance to PM management and employees regarding funding and resources policy. Oversees the planning, execution and evaluation of financial and resource management efforts associated with

acquisition and production. Plans, evaluates, and reviews financial resources within the PMO. Prioritizes and reallocates financial resources as required.

Directs financial management aspects of program planning, execution, cost analysis, procurement and production elements of the entire PM Office. Provides overall direction and serves as central focal point for participation in all phases of the Planning, Programming, Budgeting and Execution System (PPBES). Oversees the PPBES process for the PMO and manages the funds control process. Resolves unanticipated, unprogrammed requirements, shortfalls and other management problems. Reviews, analyzes and interprets higher headquarters planning, programming and budget policies, procedures and guidelines. Formulates and coordinates policy changes necessary to improve or execute PMO mission. Directs the implementation of approved plans and controls the ongoing resource management aspects pertaining to budgetary documents within the organization to ensure adequacy and accuracy of content, compliance with fiscal policy, justification/impact statements for funded and unfunded programs. Oversees the planning, commitment, obligation and expenditure of funds.

4. Represents the PMO in meetings and briefings regarding the programmatic and fiscal aspects of PM programs. Participates in PMO and PEO STRI initiatives to evaluate and improve program and financial management policies and procedures.

5. Provides leadership, guidance, direction, training and evaluation of assigned functional program responsibilities and work efforts by organic, matrix, and support service contractor personnel involved in business, program and financial management. Provides senior resource management mentorship. Seeks ways to improve productivity and conserve manpower resources.

Team Leader Responsibilities

Distributes and balances work based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally

handles problems affecting the team and specific individual complaints that can be resolved through face-to-face discussion.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving

Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision

Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee

development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Mastery of advanced management and organizational principles

Thorough knowledge of PM programs, operations, and structure

Expert knowledge of analytical and evaluative methods

Expert knowledge of business, program and financial management principles, policies and procedures

Knowledge of PM program goals, objectives and priorities, the sequence and timing of various program events and milestones, and methods of evaluating the worth of program accomplishments and the progress in meeting program goals.

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Knowledge of financial control and budget systems and management

Knowledge of cost and economic analyses principles, techniques, and practices

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems

Ability to communicate orally and in writing

Knowledge of program planning and budgeting cycles

Ability to interpret and apply rules, regulations, and procedures

Ability to lead others